

*Lafayette County Human Services  
Board Meeting Minutes  
April 18, 2012*

**Board members present:** David Hammer, Leon Wolfe, Connie Hull, Janet West (Brandee Blaine, Sherry Crist and Gerald Heimann are excused)

**LCHS staff present:** Janet George, Kristine Brunkow, Shane Schuhmacher

**Others present:** Duane M. Jorgenson, Corporation Counsel

**I. CALL TO ORDER**

- A. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- B. Mr. Schuhmacher requested to add "Request for Proposal (RFP) for Wisconsin Works (W2) and Related Programs general information and summary" to agenda item VIII.B. Motion by Connie Hull, second by Janet West to approve the agenda as amended; carried.
- C. Motion by Janet West, second by Leon Wolfe to approve the minutes of the March 12, 2012 meeting as printed; carried.

**II. PUBLIC COMMENTS**

- A. No public comments were submitted.

**III. FISCAL REPORT**

- A. Janet George reported a few unusual LCHS payments this month; Dianne Evans contracted labor for \$1,260.00; several vendors for open position advertising totaling \$2,419.37; diversion bed costs at Morning Sun for \$4,939.00, Peggy Raab AFH for \$1,920.00 and Upland Point for \$2,100.00.
- B. Ms. George stated the only unusual payment for Aging was \$306.00 to Timber Lake Playhouse for the play "Guys and Dolls." There is an additional check for \$75.00 which will be run through the second audit. Ms. George stated the request came in today for a required training for the Elderly Benefit Specialist and the registration needs to be paid by May 1<sup>st</sup>.
- C. Ms. George reported through March 31, 2012, LCHS has used a total of \$631,430 levy for operations and \$24,670 levy for the Children's Institutional Account. These operation's figures are misleading since much of the LCHS program revenues are set up to reimburse costs already paid. At this point, it is far too early to make any realistic projections on how the year may end.
- D. As part of the 2011 audit, a couple of fairly significant items have come to light. First, when vouchers were entered into the accounting system in January when Ms. George was on leave; the vouchers were not charged back to 2011 as they should have been; but were expensed to 2012. Due to this happening, LCHS is now \$93,251.64 under budget, rather than \$185,009.14 as previously stated. The second issue is the \$150,799 payment made in February towards the

Family Care payment due by June 30, 2012. Since Family Care began, LCHS has budgeted the annual payment into the year the payment is due. The annual payment is due June 30, 2012, and the entire \$301,598 payment was budgeted for 2012. The auditors MAY decide the first half of the payment should be expensed in 2011. Ms. George stated she does not know yet what that decision will be. If it is decided that one half should be charged back to 2011, then LCHS will also have an issue for 2012 as then LCHS should rightly charge one half of the payment due on June 30, 2013 to 2012.

The auditor will be at LCHS on Friday, April 20<sup>th</sup> to finish up the financial audit portion for LCHS. Ms. George has learned that the new auditors are much more thorough than those in the past and their information requirements are much more stringent than what she has been accustomed to in the past. Ms. George fully expects next year's audit to go much more smoothly. On April 13 and April 18; Ms. George and Sandy Deininger (Finance) discussed ways in which LCHS can have more control over the general ledger and better ways to reconcile items such as A/P and the Rep Payee Account. These are being implemented now and will also save time during the audit next year.

- E. Ms. George stated there is a voucher for an emergency assistance check in the amount of \$645.00. Per State/County contract, such payments need to be generated within five days of the application date. Ms. George was able to get verbal authorization from David Hammer and Wayne Wilson and the check was mailed earlier today.
- F. Mr. Schuhmacher added that he was contacted by Mr. Hammer on Friday April 13, 2012 regarding time and cost for attorney fees for the first quarter of 2012. Mr. Schuhmacher shared the information from Human Services that was accessed through the ACS financial system. He explained that neither the communications made to Patrick Henneger nor Steve Elmer was allocated to Human Services. Rather, according to Linda Bawden, the cost goes to the general fund. Mr. Schuhmacher is awaiting a response from Ms. Bawden as to the time and cost for the attorneys.

#### IV. APPROVAL OF EXPENDITURES

- A. Motion by Connie Hull, second by Janet West, to approve the LCHS vouchers as scheduled; carried.
- B. Motion by Leon Wolfe, second by Connie Hull, to approve the Aging Unit vouchers as scheduled; carried.

#### V. PERSONNEL

- A. Discussion and possible action regarding courthouse job descriptions-Mr. Schuhmacher shared with the Board the current job descriptions, the updated version, and a copy indicating the changes to the job descriptions. Mr. Schuhmacher noted that the job descriptions were updated with feedback from the union and Patrick Henneger's comments and suggested revisions for the positions in Human Services department (as requested in a July 29 2011 message to all department heads).

The Board made comments and suggested that the job descriptions be reviewed by the union. Mr. Schuhmacher will submit copies to Luann Alme and the courthouse union president Mary Jean Ritchie, and Patrick Henneger.

- B. Discussion and possible action regarding hiring AODA Counselor
- C. Motion at 6:50 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee regarding hiring AODA Counselor by Leon Wolfe, second by Connie Hull. Motion carried by unanimous roll call vote.
- D. Motion to return to Open Session at 7:05 p.m. by Janet West, second by Leon Wolfe. Motion carried by unanimous roll call vote.
- E. Motion and/or action taken on matters discussed in closed session-Mr. Schuhmacher and Leon Wolfe interviewed three candidates for the AODA Counselor position. Mr. Schumacher is recommending offering the position to Darci Wildermuth.

Motion by Janet West, second by Leon Wolfe to offer Darci Wildermuth the AODA Counselor position; carried.

## VII. POLICY AND PROCEDURES

- A. Discussion and possible action regarding Representative Payee P&P-Today, Mr. Schuhmacher said that he received feedback from Corporation Counsel Steve Elmer regarding the Representative Payee policy and procedure. Corporation Counsel Elmer said that it looked very good. He provided an opinion in an email and will reduce to writing and send a hardcopy. Mr. Schuhmacher said that he will take the opinion, adjust the policy accordingly and bring to the next meeting for Board approval.
- B. Discussion and possible action regarding Signature Guidelines for Documentation P&P-Mr. Schuhmacher stated this policy sets guidelines for identifiable signatures for documentation signed by LCHS staff.

Motion by Leon Wolfe, second by Connie Hull to approve this policy and procedure; carried.

## VIII. DIRECTOR'S COMMENTS

- A. Employee Comp and Overtime Report- The total hours for comp time for the period of March 5, 2012 to April 1, 2012 for LCHS was 23.52 hours and the total overtime hours was 15.00 hours.
- B. Program Updates
  - i. Organizational Effectiveness Training Update-Mr. Schuhmacher provided a letter that indicated that the training was no direct cost to the agency. He explained that Mr.

Hammer called Friday April 13 2012 wanting something in writing to confirm that there was no cost.

Mr. Schuhmacher stated the OE team has been identifying the specific sources of resistance within the agency; and, are identifying the root causes of strengths, gaps and sources of resistance in order to discover actionable areas for improvement that do not merely treat symptoms, resulting in the intended impact on performance, capacity and outcomes. Mr. Schuhmacher mentioned how "trust" was listed as a root cause and identified how the lack of trust with the Human Services Board as well as with Department staff cause the agency to breakdown.

Mr. Schuhmacher said that the training has been good for the agency and has been identifying areas where the team should focus on for making improvements. Specifically, defining improvement areas and desired future state in operational terms. For example, "culture" is often a priority area for improvement in agencies, but an operational definition might focus on communication, decision-making, delegation and follow-through in order for the improvement effort to be concrete. Alignment to strategy and to the priorities of sponsors is a key feature of this step in continuous improvement.

Finally, Mr. Schuhmacher said that the team has been identifying "quick win" remedies to increase credibility and capacity for the change process and to build energy, commitment and consensus for longer-term remedies.

- ii. Secretary III/Receptionist Hiring Update-Ms. George reported April 30 has been set for interviews for the Secretary III/Receptionist position and will interview six candidates. Mr. Wolfe will sit in on the interviews along with Ms. George and Mr. Schuhmacher.
- iii. On-Call Crisis Center Update-Mr. Schuhmacher explained that the phone line is in effect. There is little to report as the transition has been pretty smooth. Mr. Schuhmacher was appreciative and applauded the work that has gone into the change. He said that we continue to update and follow up with our stakeholders and he will provide a report when there is more information.
- iv. "Request for Proposal (RFP) for Wisconsin Works (W2) and Related Programs general information and summary". Mr. Schuhmacher handout a summary of the RFP and talked briefly about W2, and explained how Lafayette County Human Services does not have the capacity to make a proposal.

## IX. ADJOURN


- A. The next meeting was set for **Wednesday, May 16, 2012** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- B. The meeting was adjourned by Chair David Hammer at 7:50 p.m.

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Reviewed by

  
Shane Schuhmacher, Director

5-16-12

Date

Brandee Blaine

  
Sherry Crist

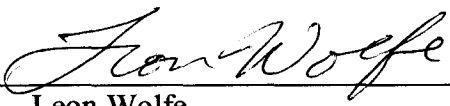
  
David Hammer

Gerald Heimann

  
Connie Hull

Jack Sauer

  
Janet West

  
Leon Wolfe